



## 2020 Base Year Grant Proposal Checklist

**Letter of Interest to apply for funds for PTAC Operations in 2020:** Due Friday, August 30, 2019

– A short letter or email that the center plans on applying for funds to operate during the 2020 program year.

**Proposal: Due Friday, October 11<sup>th</sup>, 2019 by 12 Noon**

- Planned Budget:** Please assume that state dollar totals will be the same as current year funding. If there are any changes you will be notified immediately. (Templates provided).
- Cost Share Budget Information Worksheet** – (Template provided) Completed based upon totals from Budget Proposal
- 3<sup>rd</sup> Party Letter of commitment:** (Template provided)
- Basis of Fringe benefit amounts:** (No Template)
- Indirect Rate Memo:** (No Template)
- Certificate of eligibility:** (Template provided)
- Copy of Host Organization’s latest audit:** (No Template) May provide an email link to audit
- Proposed Goals based upon 1806 Annual Goals:**

|                        |  |
|------------------------|--|
| New Clients            |  |
| Total Counseling Hours |  |
| Outreach Events        |  |